

**TYPE DESIGNATION AUTOMATED
SYSTEM MANUFACTURING
CONTRACTOR USER'S GUIDE
VERSION 3.0**

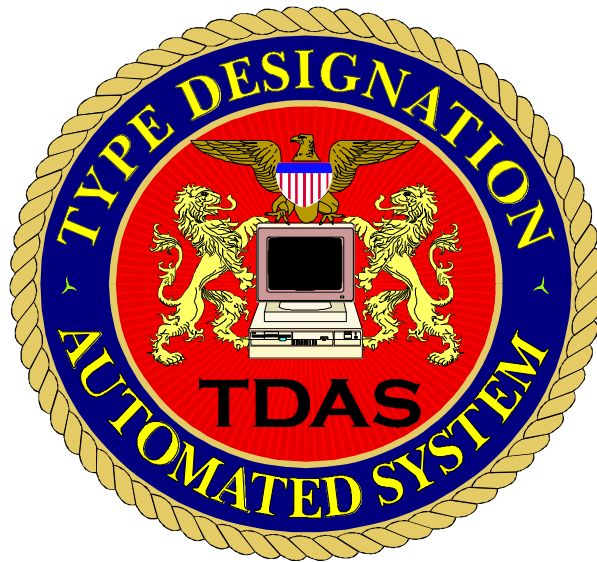


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1.0 INTRODUCTION

The Type Designation Automated System (TDAS) facilitates the assignment and support of type designations in accordance with Military Standard (MIL-STD) 196. TDAS automates the submittal and support of DD Form 61s, the retrieval of type-designation data previously stored in the database within TDAS, and the assignment of nomenclature. All data submitted via TDAS is stored within the system's database. At the black box level, with the help of TDAS, every National Stock Number (NSN) can be tied to the Federal Logistics Information System (FLIS) database and type designations. All data submitted via TDAS is stored in the TDAS database.

TDAS is designed to support both local users within the military and external users such as manufacturing contractors. The TDAS architecture is made up of a Web Server, a Relational Database Management System (RDBMS), and DD Form 61 data, which are accessible via the Internet. Furthermore, TDAS also provides key information to the Defense Logistics Information System's (DLIS's) Information Hub via queries originating in the DLIS Information Hub and going to TDAS.

TDAS offers four levels of read-and-write access and action, and two levels of read-only access. Department of Defense Control Points (DoDCPs) and Department Control Points (DCPs) for each site using TDAS are responsible for the assignment and control of user IDs, passwords, and so on.

Read-and-write access to TDAS is available to DoDCPs, DCPs, Submitter Review Points (SRPs), and Manufacturing Contractors. Two types of read-only access are available to other users: Read-Only (Limited) and Read-Only (All). Users will have available only those commands appropriate to their respective levels of access.

2.0 INITIAL LOGIN SCREEN

The initial login screen (See Figure 2.0-1) prompts the user for User ID and Password.

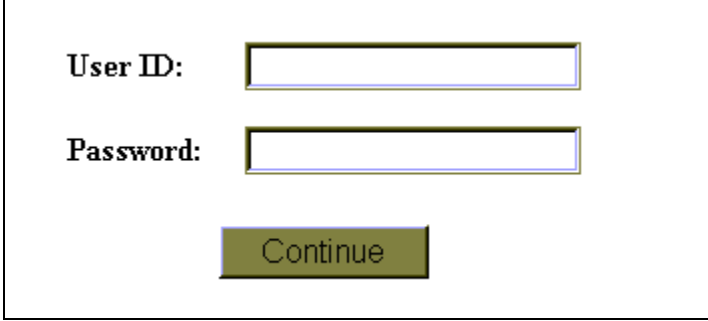
The image shows a login screen with a white background and a black border. It contains two text labels, "User ID:" and "Password:", each followed by a rectangular input field. Below these fields is a green rectangular button with the word "Continue" in white text.

Figure 2.0-1 Initial Login Screen

Upon successfully logging into TDAS, the user will be notified (in the Alerts, Notices, & Completions screen) of any pending work items in TDAS.

If the user gets an error message when trying to log into TDAS, it may be because an invalid user ID and/or password was entered. The passwords will only be valid for ninety (90) days. The user may also get an error message if a reliable Internet connection to the TDAS server cannot be established. At this time, the user should check the user ID and password and try again. If it is known that the user ID and password are correct, the user should try to connect to the TDAS server at another time.

The user may not be able to connect to the TDAS server for a variety of reasons. The most likely cause, although vague, is that a reliable Internet connection cannot be established to the TDAS server. In this situation, the problem can lie anywhere on the Internet between the user's computer and the TDAS server. To report problems, users should fill out System Change Request (SCR)/Software Test Report (STR) found on the Main TDAS Web page.

3.0 ALERTS, NOTICES, & COMPLETIONS SCREEN

The Alerts, Notices, & Completions screen provides information regarding the pending DD Form 61 actions from the respective agency (DoDCP, DCP, or SRP). The “Refresh” (if using Internet Explorer) or “Reload” (if using Netscape) button on the Web browser should be pressed after processing pending DD Form 61s, or to update the Alerts, Notices, & Completions list for incoming actions. See Figure 3.0-1.

<i>Alerts, Notices, & Completions</i>				
DATE	SRN	STATUS	ITEM NAME	TYPE DESIGNATION
10/01/1998	MASI-1998-0001-001-001	Reserved	ITEM NAME	TD(1)

Figure 3.0-1 Alerts, Notices, & Completions Screen

The Alerts, Notices, & Completions dialog box will show the status of the pending forms. The various alerts that will be seen by Manufacturing Contractors are described below:

<i>Accepted</i>	The form has been officially nomenclatured and returned to the originator. This alert requires no action and will remain visible for one (1) week.
<i>Rejected</i>	The form has been permanently rejected. This alert requires no action and will remain visible for one (1) week.
<i>Returned by SRP</i>	The form has been returned by the SRP. The user should modify this form (by making changes as indicated in the comment block) and resubmit it.
<i>Reserved (Returned)</i>	The form has been and remains reserved by this person. The user should modify this form (by making changes as indicated in the comment block) and resubmit it.
<i>Reserved</i>	The form has been reserved by this person. The user should modify this form and resubmit it.

If the user receives a message stating that the form is being edited by someone else, then the form is either being edited by someone else in the agency (with the same level of access), or it has been edited by the user previously. If the user did not exit the form “correctly” by following the instructions at the top of the form, then this message will appear when the form is reopened. It is not likely that someone will be editing a Manufacturing Contractor’s form.

If the user is certain that no one else in the immediate area is editing the form, then the user should tell TDAS to continue, which will open the form.

4.0 MANUFACTURING CONTRACTOR COMMANDS – MAIN MENU

A Manufacturing Contractor actually manufactures the particular item or system that is being processed for type designation and nomenclature. Manufacturing Contractors fill out DD Form 61s and submit them to their appropriate SRP. The Manufacturing Contractor has submittal privileges, and viewing privileges for only the data, that he or she has submitted. See Figure 4.0-1 for a depiction of the Main Menu.

<i>FILE</i>	<i>ACTIONS</i>	<i>REPORTS</i>	<i>HELP</i>
1. Change Password 2. Quit JETDAS	1. Prepare New Package 2. Prepare New Form 3. Modify a Returned/Unfinished Form 4. Load Remote File Into Form 5. View Form 6. Delete Form From Database 7. Merge Packages/Forms 8. Separate Form From Package 9. Reorder Package Forms	1. View All Submittals 2. Query Complement Data 3. View Pending Submittals 4. View Approved Submittals 5. View Returned Submittals	1. About JETDAS 2. JETDAS Help 3. MIL-STD-196E 4. DID/DI-CMAN-81254A

Figure 4.0-1 Main Menu

Primary procedures that will be performed by a TDAS user at the Manufacturing Contractor level of access are described in the following list of scenarios. Note that Manufacturing Contractors will be able to access only those items that they have originated. One Manufacturing Contractor cannot view another Manufacturing Contractor's submittals.

The *FILE* menu contains only two commands. These two commands are "Change Password" and "Quit JETDAS."

Use the "Change Password" command to change the user's password. In the "Current Password" field, type the existing password. In the "New Password" field, type the new password. In the "Confirm New Password" field, type the new password a second time. The passwords will be valid only for ninety (90) days. See Figure 4.0-2 for a depiction of the Change Password Dialog Box.

Change

TDAS Password

Current Password:

New Password:

Confirm New Password:

Change Password

Figure 4.0-2 Change Password Dialog Box

Use the “Quit JETDAS” command to exit the TDAS Web client. By selecting “Quit JETDAS,” the user will be taken back to the initial login screen.

Below are some scenarios that Manufacturing Contractors will encounter, along with the steps that must be followed to complete the specific tasks.

1. To prepare a new package:
 - a. Click on the “Prepare New Package” command found in the *ACTIONS* menubar.
 - b. Enter the number of forms in the package.
 - c. Complete the first form for the first item.
 - d. Go on to the next form by choosing one of the following actions: save and submit the form, save and do not submit the form, or save the form to a remote server file.
2. To prepare a new form:
 - a. Click on the “Prepare New Form” command found in the *ACTIONS* menubar.
 - b. Complete the form for the item.
 - c. Choose one of the following actions: save and submit the form, save and do not submit the form, or save the form to a remote server file.
3. To modify a returned or unfinished form:
 - a. Click on the “Modify A Returned/Unfinished Form” command found in the *ACTIONS* menubar.
 - b. Enter the Source Request Number (SRN) of the form to be modified.
 - c. Update/change information on the form according to the comments (if applicable).
 - d. Choose one of the following actions: save and submit the form, save and do not submit the form, or save the form to a remote server file.
4. To load a remote file into a form:
 - a. Click on the “Load Remote File Into Form” command found in the *ACTIONS* menubar.
 - b. Select a remote file from which to load data from the list given.
5. To view a form:
 - a. Click on the “View Form” command found in the *ACTIONS* menubar.
 - b. Enter the SRN or the type designation of the form to be viewed.

6. To delete a form from the database:
 - a. Click on the “Delete Form From Database” command found in the *ACTIONS* menubar.
 - b. Enter the SRN of the form to be deleted.
7. To merge packages or forms:
 - a. Click on the “Merge Packages/Forms” command found in the *ACTIONS* menubar.
 - b. Enter the SRN for the packages/forms to be merged. The first form/package that is referenced by the first SRN will be merged with the form/package that is referenced by the second SRN. If referencing a package, make sure to enter the SRN for the first form in the package.
8. To separate a form from a package:
 - a. Click on the “Separate Form From Package” command found in the *ACTIONS* menubar.
 - b. Enter the SRN of the form to be separated from the package.
 - c. Click on the “Continue” button.
9. To reorder package forms:
 - a. Click on the “Reorder Package Forms” command found in the *ACTIONS* menubar.
 - b. Enter the first SRN of the package to be reordered and click on the “Continue” button.
 - c. Enter the new order of the forms by typing new SRNs for each form.
10. To view reports:
 - a. Determine which type of reports is to be viewed and click on that type (i.e., All Submittals, Pending Submittals, Approved Submittals, and Returned Submittals).
 - b. Enter the query information that will help to narrow down the search results.
 - c. Click on the “Query” button at the bottom of the form.

4.1 Prepare New Package

The “Prepare New Package” command that is found in the *ACTIONS* menubar (shown in Figure 4.0-1) is used to prepare a new package for submission. A dialog box will appear (shown in Figure 4.1-1), prompting the user to enter the number of forms in the package. Upon entering the number of forms in the package, the first SRN is generated and displayed on the first DD 61 Form in the newly created package.

The SRN is a serial number in a specific format that is computer-generated and approved by the DCP. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or

cancellation. This also includes resubmittals of items returned without action and/or disapproved. (See Section 6.0 for more information on SRNs.)

A dialog box titled "Prepare New Package" with a white background and a black border. Inside, the text "Enter Number of Forms in Package:" is followed by a small, empty rectangular input field. Below this, centered, is a green button with the word "Continue" in white text.

Figure 4.1-1 Prepare New Package Dialog Box

When in the process of preparing a new package to be completed later, select “Cancel” at the bottom of the current form, then click on “Continue.”

At this point, another Web page will appear that lists the following options:

- Finish Package Later.
- Package Contains Only Those Forms That Have Been Submitted.
- Delete All Forms in Package.
- Back to DD 61 Form.

See Figure 4.1-2, Options Dialog Box.

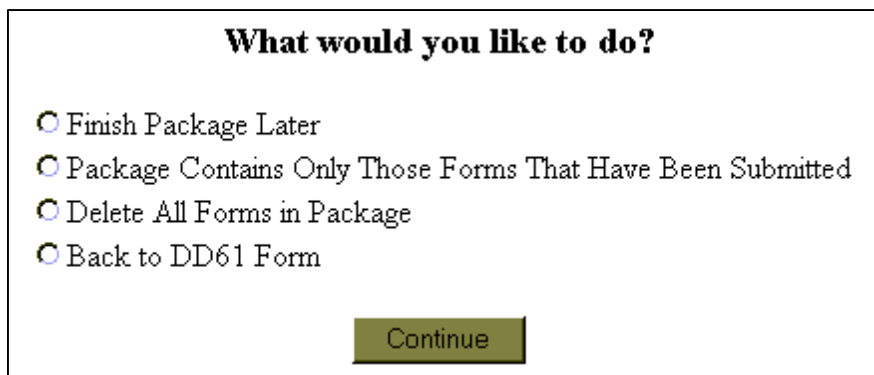
A dialog box titled "What would you like to do?" with a white background and a black border. It contains four radio button options: "Finish Package Later", "Package Contains Only Those Forms That Have Been Submitted", "Delete All Forms in Package", and "Back to DD61 Form". At the bottom, centered, is a green button with the word "Continue" in white text.

Figure 4.1-2 Options Dialog Box

Select “Finish Package Later” if planning to finish the package later. Mostly blank forms will be automatically created for the rest of the package. When ready to finish the package, each remaining form in the package will need to be modified and then submitted.

By selecting “Package Contains Only Those Forms That Have Been Submitted”, the package will contain only the forms that have been completed. The SRNs for the completed forms will be changed to reflect the new number of forms in the package.

Select “Delete All Forms in Package” to discard the entire package. If this is selected, every form in the package will be deleted.

Select “Back to DD 61 Form” to go back to the form, which was being completed.

4.2 Prepare New Form

Selecting the “Prepare New Form” command from the *ACTIONS* menubar (shown in Figure 4.0-1) displays a new electronic DD Form 61 (shown in Figures 4.2.1-1 through 4.2.1-12).

4.2.1 Data Entry Guidelines for the Electronic DD Form 61

The electronic DD Form 61 is used to enter information into the TDAS. The TDAS software automatically imposes form-completion requirements specific to each particular action or task being performed.

NOTE: The user should complete as much information as possible on the DD Form 61. This information can be very useful in Total Asset Visibility (TAV) through the Department of Defense (DoD).

DD Form 61 Block Completion

REQUEST FOR NOMENCLATURE
*Please do not close this form by closing your web browser.
Make a selection at the bottom of this form, then click the 'Continue' button.*

General Comments by Initiator, GA, DCP, and/or DODCP:

1. ORIGINATOR AND ADDRESS
Name:
Phone:
Agency:
Attn:
Street:
City, State, ZIP:

Figure 4.2.1-1 DD Form 61, Block 1

1	Originator and Address: Name of originator, agency, and complete address, including zip code.
---	---

2a. THRU OR VIA (Submittal Review Point)		
Name (Agency): _____		
2b. THRU OR VIA (Department Control Point)		
Name (Agency): _____		
3. TO (Department of Defense Control Point)		
Name (Agency): _____		
4. DATE OF REQUEST	5. DESCRIPTION PER DP NO.	6. SOURCE REQUEST NO.
_____	_____	_____
7. SECURITY CLASS OF EQUIP.		
<input type="radio"/> Unclassified	_____	<input type="radio"/> Assignment (Simple Assignment)
<input type="radio"/> Confidential		<input type="radio"/> Assignment (Assignment Modification)
<input type="radio"/> Secret	9. NIIN	<input type="radio"/> Assignment (Basic Variable Configuration)
<input type="radio"/> CCI	_____	<input type="radio"/> Assignment (Actual Configuration)
<input type="radio"/> Unclassified CCI		<input type="radio"/> Revision
		<input type="radio"/> Cancellation

Figure 4.2.1-2 DD Form 61, Blocks 2 to 10

2a/b	Thru or Via: Name, agency and complete address, including zip code.
3	To: Name, agency, and complete address of the assigning activity: Department of Defense Control Point (DoDCP).
4	Date of Request: Actual date of request for submission (automatically generated).
5	Description Per DP Number: Enter Data Item Description Number.
6	Source Request Number: For Government use only.
7	Security Class of Equipment: Self-explanatory.
8	Federal Supply Class: For Government use only.
9	NIIN: For Government use only.
10	<p>Action: For type of nomenclature action desired.</p> <p>Example: <i>Assignment</i> blocks for (1) requesting nomenclature assignment to a new item (2) requesting assignment of modification letters to an item already type designated (3) requesting reinstatement of a type designation that has previously been canceled. In addition, the letters "RE," signifying reinstatement, shall be added to the Assignment block. <i>Revision</i> block for when (1) the data for an item already type designated is no longer correct, i.e., adding data which was originally omitted, or was not available; correcting erroneous data; or updating complement listing or other technical data to identify the item (2) requesting a change in the item name (3) reporting a change in the security classification of the equipment or technical data. <i>Cancellation</i> block when requesting cancellation of nomenclature.</p>

11. FOR REVISIONS NOTE CHANGE IN <input type="checkbox"/> Item Name <input type="checkbox"/> Security Class of Equip <input type="checkbox"/> Type Designation <input type="checkbox"/> Security Class of Tech Data <input type="checkbox"/> Technical Data	12. TYPE OF NOMENCLATURE REQUESTED <input checked="" type="radio"/> Experimental or Development <input type="radio"/> Preproduction or Production
13. RECOMMENDED NOMENCLATURE Item Name: <input style="width: 90%;" type="text"/> Type Designation: <input style="width: 90%;" type="text"/>	

Figure 4.2.1-3 DD Form 61, Blocks 11 to 13

11	For Revisions Note Change In: Appropriate block(s) will be checked only if <i>Revision</i> block was checked in number 10. Note: Changes in security classification of the item must be submitted as separate actions and should not be combined with changes to item names, technical data, or type designations.
12	Type of Nomenclature Requested: Appropriate block should be checked.
13	Recommended Nomenclature: The Item Name and Type Designation together constitute the nomenclature as follows: (a) The recommended Item Name shall be selected from the Federal Item Name Directory, Cataloging Handbook, H-6 if possible. When an appropriate name does not appear in the H-6 Handbook, a new name shall be developed according to MIL-STD-100 and DoD 4100.39-M, Volume 3, Chapter 2. Note: An Item Name shall reflect what the item is, not what it does, nor where and how it is used and is driven by Block 15, Functional Description. (b) The recommended type designation shall be selected according to what it is and/or where it is used, its purpose, and type of equipment.

14. TECHNICAL DATA	
14-1. Federal Catalog Item Name	
14-2. Technical Characteristics	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
14-3. Operating Power Requirements	
<div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
14-4. Overall Dimensions and Weight	Additional Information
Height <input style="width: 80px;" type="text"/> Depth <input style="width: 80px;" type="text"/> Width <input style="width: 80px;" type="text"/> Weight <input style="width: 80px;" type="text"/>	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>

Figure 4.2.1-4 DD Form 61, Blocks 14 to 14-4

14	Technical Data: Enter, as applicable, the following technical and specification characteristics and features pertinent to the item submitted for type designation action in accordance with the applicable requirements specified in MIL-STD-196. (Due to the wide variety of electronics, communication equipment, and related support systems and equipment covered by these military standards, it is not feasible to list all of the characteristics or elements thereof which may apply, nor is it intended that they be limited to those outlined below. However, the Data listed is representative of that required for type designation action.)
14.1	Federal Catalog Item Name: Leave blank.
14.2	Technical Characteristics: Provide the technical characteristics pertinent to the item being submitted for type designation, which are required for a complete understanding of its operating parameters.
14.3	Operating Power Requirements: List voltage, frequency phase, current, and state if provisions for internal battery (i.e., 110 VAC, 60 HZ, 1 PHASE; 24 VDC, 5 AMPS; INCLUDES PROVISIONS FOR INTERNAL BATTERY).
14.4	Overall Dimensions and Weight: As applicable.

14-5. Mounting Data

14-6. Material

14-7. Complement Data

Qty	Item Name	CAG	Part No.	Drawing No.	Type Designati

Add Item Delete Item

Figure 4.2.1-5 DD Form 61, Blocks 14-5 to 14-7

14.5	Mounting Data: (i.e., RACK MOUNTED, BENCH MOUNTED, PEDESTAL MOUNTED, 4 ½ INCH MOUNTING HOLES ON 10 INCH BY 5 INCH MOUNTING CENTERS).
14.6	Material: List material for which the item is constructed when the material is a readily identifiable characteristic of the item.
14.7	<p>Complement Data: (applicable only in describing systems, subsystems, sets, groups, kits, and variable units). Give a separate series of replies for each variation of the following sub-requirements. List major items including items already type designated and items recommended for type designation. (Excludes parts and subassemblies.)</p> <p>A. Quantity (e.g., 1, 2, 0 to 3).</p> <p>B. Item Name.</p> <p>C. Commercial And Government Entity (CAGE) Code (5 digit code only).</p> <p>D. Part Number.</p> <p>E. Drawing Number.</p> <p>F. Type Designation.</p> <p>G. NSN.</p> <p>H. Model Number.</p> <p>I. SRN of Item (if part of current package, indicate SRN of package).</p>

14-8. Special Features	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

Figure 4.2.1-6 DD Form 61, Block 14-8

14.8	Special Features: List unusual characteristics not normally inherent in the item described and not covered by the preceding requirements and are essential for identification.
------	--

14-9. Design Activity Data	
A. Name of Activity	<input style="width: 90%;" type="text"/>
B. Address	<input style="width: 90%;" type="text"/>
C. CAGE Code	<input style="width: 20%;" type="text"/>
D. Part Number	<input style="width: 40%;" type="text"/>
E. Drawing Number	<input style="width: 40%;" type="text"/>
F. Model Number	<input style="width: 40%;" type="text"/>
 14-10. Manufacturer's Data	
A. Name of Manufacturer	<input style="width: 90%;" type="text"/>
B. Address	<input style="width: 90%;" type="text"/>
C. CAGE Code	<input style="width: 20%;" type="text"/>
D. Part Number	<input style="width: 40%;" type="text"/>
E. Drawing Number	<input style="width: 40%;" type="text"/>
F. Model Number	<input style="width: 40%;" type="text"/>
<input type="checkbox"/> Same as 14-9	

Figure 4.2.1-7 DD Form 61, Blocks 14-9 to 14-10

14.9	Design Activity Data: Self-explanatory.
14.10	Manufacturer's Data: Self-explanatory.

14-11. Contractor's Data	
A. Name of Contractor	<input type="text"/>
B. Address	<input type="text"/>
C. CAGE Code	<input type="text"/>
D. Part Number	<input type="text"/>
E. Drawing Number	<input type="text"/>
F. Model Number	<input type="text"/>
<input type="checkbox"/> Same as 14-9 <input type="checkbox"/> Same as 14-10	
14-12. Type of Installation	
<input type="text"/>	

Figure 4.2.1-8 DD Form 61, Blocks 14-11 to 14-12

14.11	Contractor's Data: Self-explanatory.
14.12	Type of Installation: (i.e., Designed for Airborne Installation, Portable Use, etc.).

15. FUNCTIONAL DESCRIPTION	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
16. CONTRACT OR ORDER NO.	<input type="text"/>
17. GOV'T DRAWING NO.	<input type="text"/>
18. GOV'T SPECIFICATION NO.	<input type="text"/>
19. DATE ACTION TAKEN TO <i>No action taken</i> 09/28/1998	
20. PROJECT GROUP	<input type="text"/>

Figure 4.2.1-9 DD Form 61, Blocks 15 to 20

15	Functional Description: A brief narrative functional description of the item capabilities for both itself and, when applicable, related items. The functional description shall support the recommended nomenclature.
16	Contract or Order Number: Self-explanatory.
17	Government Drawing Number: Self-explanatory.
18	Government Specification Number: Self-explanatory.
19	Date Action Taken To: For DoDCP use only (automatically populated).
20	Project Group: The appropriate Government Engineering Project Office, System Program Code, Symbol, or number shall be specified.

<p>21. EQUIPMENT OF WHICH THIS IS A PART <i>(IMPORTANT NOTE: Enter a list of items separated by commas.)</i></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>
<p>22. EQUIPMENT WITH WHICH THIS ITEM IS USED <i>(IMPORTANT NOTE: Enter a list of items separated by commas.)</i></p> <div style="border: 1px solid black; height: 50px; width: 100%;"></div>

Figure 4.2.1-10 DD Form 61, Blocks 21 to 22

21	Equipment of Which This is a Part: The nomenclature (item name and type designation) or recommended nomenclature for the item described in Block 13 is “part of,” including the manufacturer’s request serial number, and part number.
22	Equipment With Which This Item is Used: The nomenclature (item name and type designation) or recommended nomenclature for the equipment of which the item described in Block 13 is “used with,” including the manufacturer’s request serial number, and part number.

23. INITIATOR REQUESTING SUFFIX LETTER ASSIGNMENT OR NEW ASSIGNMENT WILL MARK APPROPRIATE BLOCK. COMPLETE DETAILS CONCERNING SIMILARITIES, DIFFERENCES, AND INTERCHANGEABILITY WILL BE STATED IN "OTHER PERTINENT INFORMATION" BLOCK BELOW.

☐ Two way interchangeable, except by maintenance parts, with (List equipments)

☐ Two way interchangeable, including maintenance parts, with (List equipments)

☐ One way interchangeable with (List equipments)

☐ Similar to (List equipments)

But not... ☐ Electrically ☐ Mechanically ☐ Functionally

(Select appropriate block or blocks and specify differences.)

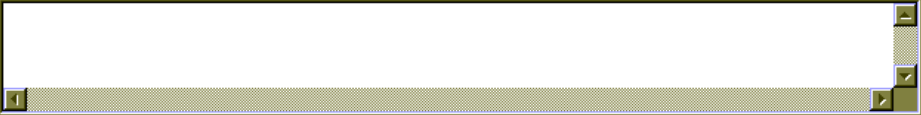


Figure 4.2.1-11 DD Form 61, Block 23

23	Initiator Requesting Suffix Letter Assignment...: Replies shall be based on exchangeability of items, paragraph 3.1.6, MIL-STD-196.
----	---

<p>24. OTHER PERTINENT INFORMATION (List any additional information not covered by the above questions concerning function, application, purpose, relationship or similarity to other equipment, reason for revision, substitutability of or by other equipment, description of the design change, etc., which would aid in the assignment of nomenclature to this request.)</p> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<p>25. INITIATED BY Name: Title: Commercial Phone: DSN: Telephone Extension:</p>
<p>26. SIGNATURE:</p>
<p>27. AUTHORIZED NOMENCLATURE Item Name: Type Designation:</p>
<p>28. AUTHORIZED BY Name: Title: Commercial Phone: DSN: Telephone Extension:</p>
<p>29. SIGNATURE</p>

Figure 4.2.1-12 DD Form 61, Blocks 24 to 29

24	Other Pertinent Information: Self-explanatory, however, revision or cancellation information shall be specified.
25	Initiated By: Self-explanatory (automatically populated).
26	Signature: Self-explanatory.
27	Authorized Nomenclature: To be completed by DoDCP only (automatically populated).
28	Authorized By: To be completed by DoDCP only (automatically populated).
29	Signature: To be completed by DoDCP only (automatically populated).

When a user clicks the “Prepare New Form” command to prepare a new form or package, or when modifying an existing form or package, the following function buttons are available and are seen at the end of the form (shown in Figure 4.2.1-13).

The image shows a dialog box with a title bar. Inside, the word "Selection:" is followed by a list of six radio button options: "Save & Continue Working", "Save & Submit", "Save & Do Not Submit", "Save To Remote File", "Load Data From Database", and "Cancel". To the right of this list is a button labeled "Continue".

Figure 4.2.1-13 Function Buttons

1. “Save & Continue Working” – Allows the user to save the current form and continue working on it.
2. “Save & Submit” - Used to submit a newly prepared form or package or to resubmit a modified form or package. Submitting a form or package triggers a notice to the next level user above the submitter.
3. “Save & Do Not Submit” - Saves the information until the user is ready to submit the form.
4. “Save To Remote File” - Saves the form into a text file on the server. It can be retrieved later.
5. “Load Data From Database” - Partially completes the form with data stored in the DD Form 61 database.
6. “Cancel” - Closes the form. Note that unsaved information may be lost if the form is not saved before it is closed.

When the user is completely finished with a form and ready for it to be submitted, the “Save & Submit” option should be selected. If the user foresees the need to make changes to the current form, the “Save & Do Not Submit” option should be selected. If the user is working on a package, the “Save & Submit” option should be selected for each form as it is finished. Nothing will be submitted to the next level of review until all forms in the package have been saved and submitted.

A success confirmation message from TDAS will be received if or when the data is saved. If the confirmation message does not appear, then the data was not saved. If the “Save & Submit” or “Save & Do Not Submit” options were selected repeatedly and have not been successful, go back to the DD 61 Form, select the “Save to Remote File” option, and click on “Continue.” This will save the contents of the form to hard disk on the TDAS server. Make a note of the file name (it will correspond to the SRN). At some point in the future, select the “Load Remote File Into Form” command found in the *ACTIONS* menubar on the Main TDAS screen (shown in Figure 4.0-1). Next, select the appropriate file from the list. The data will be loaded into a DD 61 Form.

4.2.1.1 Fields Required For Different Types of Action

See Figure 4.2.1.1-2 Block 10 for the Action screen with “Simple Assignment” chosen.

Simple Assignment:

10. ACTION
<input checked="" type="radio"/> Assignment (Simple Assignment)
<input type="radio"/> Assignment (Assignment Modification)
<input type="radio"/> Assignment (Basic Variable Configuration)
<input type="radio"/> Assignment (Actual Configuration)
<input type="radio"/> Revision
<input type="radio"/> Cancellation

Figure 4.2.1.1-1 Simple Assignment

If “Simple Assignment” is selected, a DD Form 61 must be completed in conformance with the basic information requirements as follows:

BLOCK NUMBER	COMPLETION REQUIREMENTS
11	For Revisions Note Change In: Nothing should be selected.
14-2	Technical Characteristics: Complete.
14-3	Operating Power Requirements: Complete.
14-4	Overall Dimensions and Weight: Complete.
14-9	Design Activity Data, Manufacturer’s Data, Contractor’s Data: If Block 12 is “Production” or “Reproduction,” complete at least one of these blocks using fields C and (D, E, or F).
14-10	
14-11	
15	Functional Description: Complete.

See Figure 4.2.1.1-2 for the Action screen with “Assignment Modification” chosen.

Assignment Modification:

10. ACTION

☐ Assignment (Simple Assignment)

☒ Assignment (Assignment Modification)

☐ Assignment (Basic Variable Configuration)

☐ Assignment (Actual Configuration)

☐ Revision

☐ Cancellation

Figure 4.2.1.1-2 Assignment Modification

If “Assignment Modification” is selected, a DD Form 61 must be completed in conformance with both the basic information requirements and additional information requirements automatically imposed by the TDAS software as follows:

BLOCK NUMBER	COMPLETION REQUIREMENTS
11	For Revisions Note Change In: Nothing should be selected.
14-2	Technical Characteristics: Complete.
14-3	Operating Power Requirements: Complete.
14-4	Overall Dimensions and Weight: Complete.
14-9 14-10 14-11	Design Activity Data, Manufacturer’s Data, Contractor’s Data: If Block 12 is “Production” or “Preproduction,” complete at least one of these blocks using fields: C and (D, E, or F).
15	Functional Description: Complete.
23	Initiator Requesting Suffix Letter... One of the first three boxes must be selected.

See Figure 4.2.1.1-3 for the Action screen with “Basic Variable Configuration” chosen.

Basic Variable Configuration:

10. ACTION

☐ Assignment (Simple Assignment)

☐ Assignment (Assignment Modification)

☒ Assignment (Basic Variable Configuration)

☐ Assignment (Actual Configuration)

☐ Revision

☐ Cancellation

Figure 4.2.1.1-3 Basic Variable Configuration

If “Basic Variable Configuration” is selected, a DD Form 61 must be completed in conformance with both the basic information requirements and additional information requirements automatically imposed by the TDAS software as follows:

BLOCK NUMBER	COMPLETION REQUIREMENTS
11	For Revisions Note Change In: Nothing should be selected.
14-2	Technical Characteristics: Complete.
14-3	Operating Power Requirements: Complete.
14-4	Overall Dimensions and Weight: Complete.
14-7A	Complement Data – Quantity: AT LEAST ONE of the values entered MUST BE a range - it MUST contain a “-” (i.e., 1-3 or 0-1).
14-9 14-10 14-11	Design Activity Data, Manufacturer’s Data, Contractor’s Data: If Block 12 is “Production” or “Preproduction,” complete at least one of these blocks using fields: C and (D, E, or F).
15	Functional Description: Complete.

See Figure 4.2.1.1-4 for the Action screen with “Actual Configuration” chosen.

Actual Configuration:

10. ACTION

☐ Assignment (Simple Assignment)

☐ Assignment (Assignment Modification)

☐ Assignment (Basic Variable Configuration)

☒ Assignment (Actual Configuration)

☐ Revision

☐ Cancellation

Figure 4.2.1.1-4 Actual Configuration

If “Actual Configuration” is selected, a DD Form 61 must be completed in conformance with both the basic information-requirements and additional information-requirements automatically imposed by the TDAS software as follows:

BLOCK NUMBER	COMPLETION REQUIREMENTS
11	For Revisions Note Change In: Nothing should be selected.
14-2	Technical Characteristics: Complete.
14-3	Operating Power Requirements: Complete.
14-4	Overall Dimensions and Weight: Complete.
14-7A	Complement Data – Quantity: NONE of the values entered may be a range – NONE MAY contain a “-”. A specific quantity must be indicated (i.e., 1 ea. or 2 ea.).
14-9 14-10 14-11	Design Activity Data, Manufacturer’s Data, Contractor’s Data: If Block 12 is “Production” or “Preproduction,” complete at least one of these blocks using fields: C and (D, E, or F).

See Figure 4.2.1.1-5 for the Action screen with “Revision” chosen.

Revision:

10. ACTION
<input type="radio"/> Assignment (Simple Assignment)
<input type="radio"/> Assignment (Assignment Modification)
<input type="radio"/> Assignment (Basic Variable Configuration)
<input type="radio"/> Assignment (Actual Configuration)
<input checked="" type="radio"/> Revision
<input type="radio"/> Cancellation

Figure 4.2.1.1-5 Revision

If the action selected in Block 10 is “Revision,” the following requirements must be met:

BLOCK NUMBER	COMPLETION REQUIREMENTS
11	For Revisions Note Change In: At least one box must be checked.
24	Other Pertinent Information: Complete, showing a comparison between the old information and the new information.

See Figure 4.2.1.1-6 for the Action screen with “Cancellation” chosen.

Cancellation:

10. ACTION
<input type="radio"/> Assignment (Simple Assignment)
<input type="radio"/> Assignment (Assignment Modification)
<input type="radio"/> Assignment (Basic Variable Configuration)
<input type="radio"/> Assignment (Actual Configuration)
<input type="radio"/> Revision
<input checked="" type="radio"/> Cancellation

Figure 4.2.1.1-6 Cancellation

If the action selected in Block 10 is “Cancellation,” then:

BLOCK NUMBER	COMPLETION REQUIREMENTS
24	Other Pertinent Information: Complete, referencing the specific paragraph in MIL-STD-196E that gives reason for the cancellation.

If the user tries to submit the form before the required fields are completed, the database will not be updated and the user will be advised of the first incomplete field. When the required fields are completed and the user submits the form, the DD Form 61 database will be updated with the information provided. This information will be checked, and if acceptable, approved by a DoDCP.

Contractors should not input an unrelated DD Form 61 as part of a package, because if the unrelated DD Form 61 is rejected, the entire package will be rejected. Submit the unrelated DD Form 61 separately.

4.3 Modify a Returned/Unfinished Form

The “Modify A Returned/Unfinished Form” command found in the *ACTIONS* menubar (shown in Figure 4.0-1) enables the user to open a returned or unfinished form so that it may be completed. When a user clicks on the command, a dialog box will appear (shown in Figure 4.3-1) prompting the user to enter the SRN of the form to be modified.

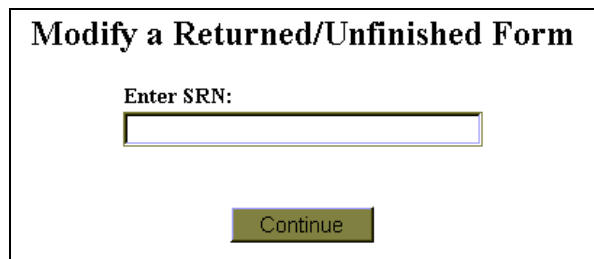


Figure 4.3-1 Modify a Returned/Unfinished Form Dialog Box

4.4 Load Remote File Into Form

The “Load Remote File Into Form” command that is found in the *ACTIONS* menubar (shown in Figure 4.0-1) enables the user to post information from an existing file into a new form. When a user clicks on the command, a list of files will appear so that the user can select the file needed.

4.5 View Form

The “View Form” command that is found in the *ACTIONS* menubar (shown in Figure 4.5-1) enables the user to view DD Form 61s. When a user clicks on this command, a dialog box will appear (shown in Figure 4.5-1) prompting the user to enter the SRN or the type designation of the form to be viewed. Manufacturing Contractors can use this command to view all forms originating from their respective offices.

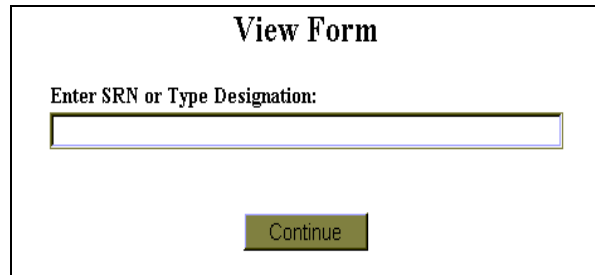
A dialog box titled "View Form" with a text input field labeled "Enter SRN or Type Designation:" and a "Continue" button.

Figure 4.5-1 View Form Dialog Box

4.6 Delete Form From Database

The “Delete Form From Database” command that is found in the *ACTIONS* menubar (shown in Figure 4.0-1) enables the user to delete a form from the TDAS database. When a user clicks on the command, a dialog box will appear prompting the user to enter the SRN of the form to be deleted. After entering the SRN and clicking on “Continue,” the user will be asked to confirm that the form is to be deleted.

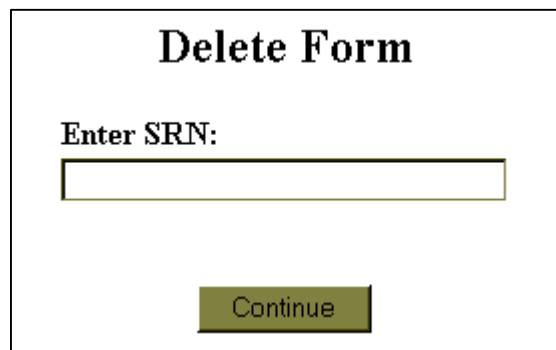
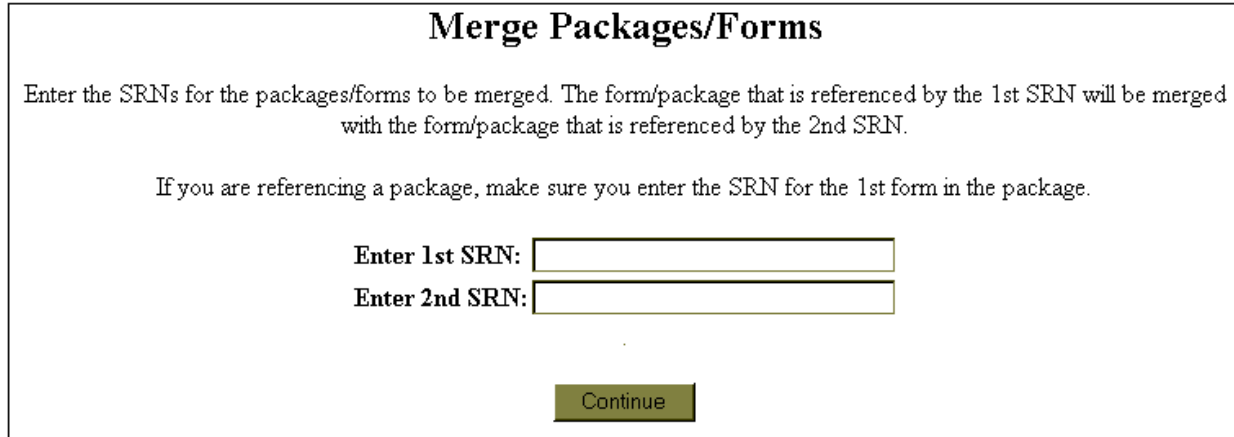
A dialog box titled "Delete Form" with a text input field labeled "Enter SRN:" and a "Continue" button.

Figure 4.6-1 Delete Form From Database Dialog Box

4.7 Merge Packages/Forms

The “Merge Packages/Forms” command that is found in the *ACTIONS* menubar (shown in Figure 4.0-1) enables the user to merge two packages or forms into a single package. When a user clicks on the command, a dialog box will appear (shown in Figure 4.7-1) prompting the user to enter the SRNs of the packages and/or forms to be merged. The form/package referenced by the first SRN entered will be merged with the form/package referenced by the second SRN entered. If a package is being referenced, the SRN of the first form in the package must be entered.

NOTE: If the user has made reference to the old SRNs on other forms or in other blocks on the form, this information must be changed manually. The system will only automatically change the issued SRN in Block 6.



Merge Packages/Forms

Enter the SRNs for the packages/forms to be merged. The form/package that is referenced by the 1st SRN will be merged with the form/package that is referenced by the 2nd SRN.

If you are referencing a package, make sure you enter the SRN for the 1st form in the package.

Enter 1st SRN:

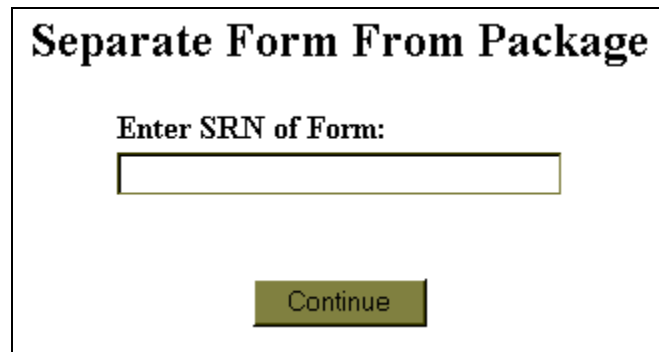
Enter 2nd SRN:

Figure 4.7-1 Merge Packages/Forms Dialog Box

4.8 Separate Form From Package

The “Separate Form From Package” command that is found in the *ACTIONS* menubar (shown in Figure 4.0-1) enables the user to separate a form (or forms) from a package. When a user clicks on the command, a dialog box will appear (shown in Figure 4.8-1) prompting the user to enter the SRN of the form to be separated.

NOTE: If the user has made reference to the old SRNs on other forms or in other blocks on the form, this information must be changed manually. The system will only automatically change the issued SRN in Block 6.



Separate Form From Package

Enter SRN of Form:

Figure 4.8-1 Separate Form From Package Dialog Box

4.9 Reorder Package Forms

The “Reorder Package Forms” command that is found in the *ACTIONS* menubar (shown in Figure 4.0-1) enables the user to reorder the forms in a package. When a user clicks on the command, a dialog box will appear (shown in Figure 4.9-1) prompting the user to enter the first SRN of the package to be reordered. After clicking on “Continue,” the user will be prompted to enter the new order of the forms by typing new SRNs for each form (as shown in Figure 4.9-2).

NOTE: If the user has made reference to the old SRNs on other forms or in other blocks on the form, this information must be changed manually. The system will only automatically change the issued SRN in Block 6.

Reorder Package Forms

Enter the 1st SRN of the package that you want to reorder:

Continue

Figure 4.9-1 Reorder Package Forms Dialog Box

Reorder Package Forms

<u>CURRENT SRN</u>	<u>DESIRED SRN</u>
TEST-1999-0005-001-004	<input type="text" value="TEST-1999-0005-"/>
TEST-1999-0005-002-004	<input type="text" value="TEST-1999-0005-"/>
TEST-1999-0005-003-004	<input type="text" value="TEST-1999-0005-"/>
TEST-1999-0005-004-004	<input type="text" value="TEST-1999-0005-"/>

Reorder Package Forms

Figure 4.9-2 Desired SRN Dialog Box

5.0 REPORTS

TDAS gives each user the ability to view reports appropriate to their respective levels of access. Read-Only (Limited) users can view only completed approved forms. Read-Only (All) users can view all data contained in the TDAS database. Manufacturing Contractors can view all Submittals, Pending Submittals, Approved Submittals, and Returned Submittals that originated with them. SRP and DCP can view all Submittals, Pending Submittals, Approved Submittals, Returned Submittals, Duplicate Design Activity Parts, Duplicate Manufacturer Parts, and Duplicate Contractor Parts. DoDCP can view all Submittals, Pending Submittals, Approved Submittals, Completed Non-Army DD 61s, Completed Army DD 61s, Statistics Overall, Statistics by Technician, Statistics by Proponent, Statistics by Proponent and Action, Duplicate Design Activity Parts, Duplicate Manufacturer Parts, and Duplicate Contractor Parts.

5.1 Report Querying

A query constraint is nothing more than a way of limiting the records that the query will return. Querying a database without constraining the query is like asking for every book in a library. The more constraints placed on a query, the more precise the results will be. Follow these query constraint guidelines for report querying:

- Any field that is left blank on the query form will act as a wildcard in the query. A “wildcard” element in a query simply means that any document or record containing ANY information (or no information at all) in that particular field will be returned as a result of the query.
- Query form fields that contain information that was entered by the user will be logically “AND”ed in the query. If two elements in a query are logically “AND”ed, any returned result (e.g., a document or record) will contain both of the elements. For example, if a query is constructed in which the elements “blue” and “red” are “AND”ed, any returned result will contain BOTH the word “blue” and the word “red.”

Any document or record containing only the word “blue,” or only the word “red” would not be returned as a result of the “blue” AND “red” query.

When executing a query in TDAS, the software assumes that the user wants all of the query terms they have specified to be logically “AND”ed. TDAS logically “AND”s all query terms.

- If a starting date is specified, but not an ending date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls ON or AFTER the starting date.

If an ending date is specified, but not a starting date, then the resulting set of submittals to be viewed will include only those forms where the date of request falls ON or BEFORE the ending date.

If both a starting date and an ending date are specified, then the resulting set of submittals to be viewed will include only those forms where the date of request falls BETWEEN the starting date and the ending date.

For example, to see a list of DD Form 61s that had been submitted in the last quarter of 1996, use a start date of 10/01/1996 and an end-date of 12/31/1996. By using these constraints, the user would be certain to receive all of the DD Form 61s submitted during the last quarter of 1996.

If only the first constraint was used, the user would receive all of the DD Form 61s submitted during the period of 10/01/1996 to the present. If 10/01/1986 were inadvertently entered as the first constraint instead of 10/01/1996, the user would receive all of the DD Form 61s submitted during the period of 10/01/1986 to the present.

The following are fields that may be completed when report querying. These fields are also in the dialog boxes in Figures 5.2-1, 5.3-1, 5.4-1, and 5.5-1.

Source Request Number (SRN): Matches all records where the SRN starts with the value entered in the query form.

Thru or Via (Agency): Matches all submittals where the “thru/via” agency field contains the value entered in the query form.

Item Name: Matches all records where the item name contains the value entered in the query form.

Type Designation: Matches all records where the type designation contains the value entered in the query form.

Design Activity Part Number: Matches all records where the design part number contains the value entered in the query form.

Manufacturer’s Part Number: Matches all records where the manufacturer’s part number contains the value entered in the query form.

Contractor’s Part Number: Matches all records where the contractor’s part number contains the value entered in the query form.

Contract or Order Number: Matches all records where the contract or order number contains the value entered in the query form.

Government Drawing Number: Matches all records where the Government drawing number contains the value entered in the query form.

Government Specification Number:	Matches all records where the Government specification number contains the value entered in the query form.
Commercial and Government Entity (CAGE) Code:	Matches all records where the design activity CAGE code exactly matches the value entered in the query form.
Federal Supply Class (FSC):	Matches all records where the FSC exactly matches the value entered in the query form.
National Item Identification Number (NIIN):	Matches all records where the NIIN exactly matches the value entered in the query form.
Status	Matches all records where the status matches the value on the query form.

5.2 View All Submittals

The “View All Submittals” command enables the user to view certain key portions of the information contained in the DD Form 61s submitted. The terms of the query entered by the user will determine the nature and extent of the information returned by the query. A dialog box called a query form will open when this command is selected from the *REPORTS* menubar (shown in Figure 4.0-1). The information entered by the user in the query form will determine which submittals’ information is returned as a result of the query. (See Figure 5.2-1.)


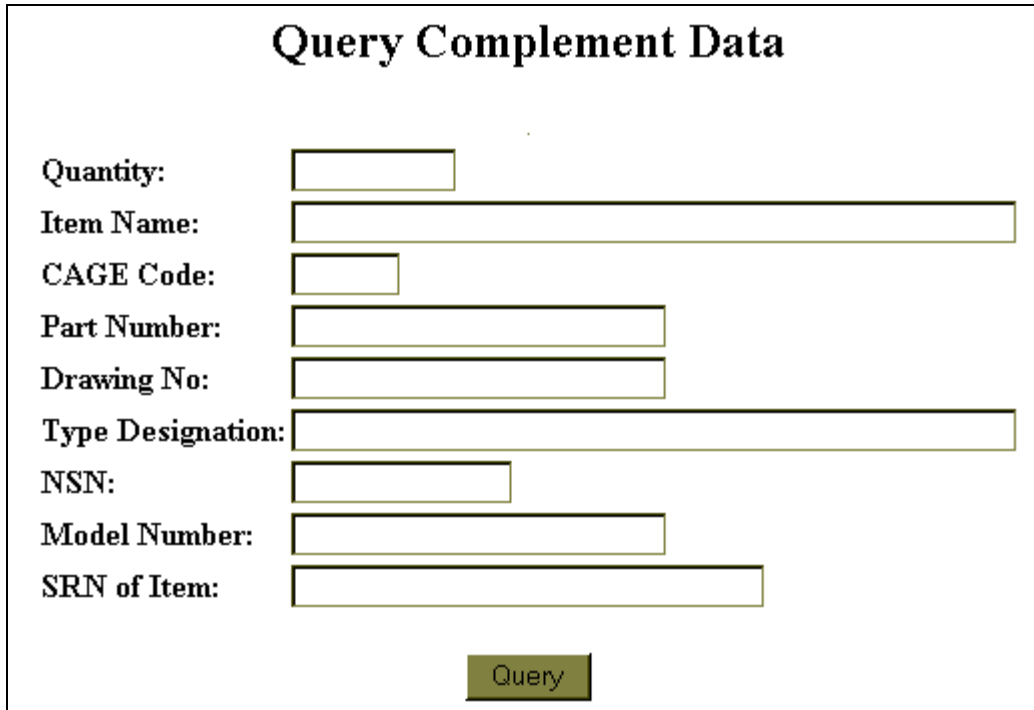
Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
Contract or Order No:	<input type="text"/>
Gov't Drawing No:	<input type="text"/>
Gov't Specification No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<input type="text" value="(None)"/> 

Figure 5.2-1 View All Submittals Screen

5.3 Query Complement Data

The “Query Complement Data” command enables the user to do a query on the complement data found on the DD Form 61s. When this command is selected from the *REPORTS* menubar (shown in Figure 4.0-1), a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals’ information is returned as a result of the query. (See Figure 5.3-1.)

The NSN field should not contain any dashes.



The dialog box is titled "Query Complement Data". It contains several input fields for user data entry, each with a label to its left. The fields are: "Quantity:" (a small rectangular box), "Item Name:" (a long horizontal box), "CAGE Code:" (a small rectangular box), "Part Number:" (a medium-length box), "Drawing No:" (a medium-length box), "Type Designation:" (a long horizontal box), "NSN:" (a small rectangular box), "Model Number:" (a medium-length box), and "SRN of Item:" (a medium-length box). At the bottom center of the dialog box is a button labeled "Query".

Figure 5.3-1 Query Complement Data Dialog Box

5.4 View Pending Submittals

The “View Pending Submittals” command enables the user to view key information from ALL of the DD Form 61s whose approval is pending. To view specific forms pending, use the “View All Submittals” command. When this command is selected from the *REPORTS* menubar (shown in Figure 4.0-1), a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals’ information is returned as a result of the query. (See Figure 5.4-1.)

Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
Contract or Order No:	<input type="text"/>
Gov't Drawing No:	<input type="text"/>
Gov't Specification No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<i>Pending</i>

Figure 5.4-1 View Pending Submittals Screen

5.5 View Approved Submittals

The “View Approved Submittals” command enables the user to view key information from all of the DD Form 61s that are pending approval. Pending or reserved submittals will not be displayed. When this command is selected from the *REPORTS* menubar (shown Figure 4.0-1), a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals’ information is returned as a result of the query. (See Figure 5.5-1.)

Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
Contract or Order No:	<input type="text"/>
Gov't Drawing No:	<input type="text"/>
Gov't Specification No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<i>Approved</i>

Figure 5.5-1 View Approved Submittals Screen

5.6 View Returned Submittals

The “View Returned Submittals” command enables the user to view key information from all of the DD Form 61s that have been returned. When this command is selected from the *REPORTS* menubar (shown in Figure 4.0-1), a dialog box called a query form will open. The information entered by the user in the query form will determine which submittals’ information is returned as a result of the query. (See Figure 5.6-1.)

Starting Date (mm/dd/yyyy):	<input type="text"/>
Ending Date (mm/dd/yyyy):	<input type="text"/>
SRN:	<input type="text"/>
Thru or Via (Agency):	<input type="text"/>
Item Name:	<input type="text"/>
Type Designation:	<input type="text"/>
Design Activity Part No:	<input type="text"/>
Manufacturer's Part No:	<input type="text"/>
Contractor's Part No:	<input type="text"/>
Contract or Order No:	<input type="text"/>
Gov't Drawing No:	<input type="text"/>
Gov't Specification No:	<input type="text"/>
CAGE Code:	<input type="text"/>
FSC:	<input type="text"/>
NIIN:	<input type="text"/>
Status:	<i>Returned</i>

Figure 5.6-1 View Returned Submittals Screen

6.0 SOURCE REQUEST NUMBERS

The SRN is a serial number in a specific format that is computer generated and approved by the DCP. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items that are returned without action and/or are disapproved.

The format for the SRN has been modified to account for the year 2000. The new SRN format is as follows:

aaa-bbbb-cccc-ddd-eee

Where:

- 'aaa'** = 2-6 alphanumeric characters (indicates activity, program office, field activity, and so on).
- 'bbbb'** = 4-digit year.
- 'cccc'** = Sequential package number for submitter in this year.
- 'ddd'** = Sequential item number for this item within the package.
- 'eee'** = Total number of items in this package.

Example:

- SRN = 'DND-1997-0129-005-100'
- DND = Activity code, program office code, field activity code, and so on. In this case, Department of National Defense (DND) refers to the Canadian equivalent of the U.S. DoD.
- 1997 = Year.
- 0129 = 129th package submitted by, this case, the Canadian DND this year.
- 005 = Fifth item in this package.
- 100 = 100 items in this package.

APPENDIX A: FREQUENTLY ASKED QUESTIONS

Why am I getting an error when I try to log into TDAS?

The user may be getting an error because they have entered an invalid user ID and password. Moreover, the user may also get an error if a reliable Internet connection to the TDAS server cannot be established. Check the user ID and password and try again. If it is known without a doubt, that the user ID and password are correct, then try to connect at another time.

Why am I getting a connection error, although I have already logged in?

Connection may not be made to the TDAS server for a variety of reasons. The most likely cause, although vague, is that a reliable Internet connection cannot be established to the TDAS server. In this situation, the problem can lie anywhere on the Internet between the computer and the TDAS server.

Why am I getting a TDAS error?

The user may receive this message if a reliable Internet connection cannot be established between the computer and the TDAS server. If it is known without a doubt, that it is not the Internet, then the user should document exactly what they were doing and submit an electronic STR/SCR from the Main TDAS Web page. Make sure that the report is as detailed as possible. It is extremely difficult to replicate and fix a problem when the problem description is vague.

Why am I getting Java errors?

First, make sure that a recent version of Netscape is running. ManTech recommends using Netscape Communicator V4.x.

Second, the user may get a Java error if they do not wait for the Web page to finish loading before they click on a button to continue. Make sure to wait until each page finishes loading before continuing to the next page. On the DD 61 Form, this includes waiting for the Java applet that contains the complement data to load completely.

What should I do when I get a TDAS error?

If working on a DD 61 Form when getting an error, click on the “Back” button (either on the Web page or on the Netscape toolbar). This will go back to the DD 61 Form. After returning to the form, make the selection again, and click on “Continue.”

What should I do if I click on the Back button (either on the Web page or on the Netscape toolbar), and my data is not on the form?

The cache is not large enough. To increase the sizes of the caches in Netscape Communicator V4.x, click on “Preferences” in the Edit drop-down menu. Then, click or double-click on “Advanced” on the left side of the window, so that the subcategories can be seen below it. Next, click on “Cache” (below “Advanced”). Increase the values for “Memory Cache” and “Disk Cache.” The following values have been used:

Memory Cache = 2048

Disk Cache = 8192

How should Netscape be configured?

Make sure that the size of the caches is large enough. Refer to the section above regarding the caches.

Make sure that the Web browser compares each page it loads to the one on the server each time it is loaded. This can be done in Netscape Communicator V4 x by clicking on “Preferences” in the Edit drop-down menu. Then, click or double-click on “Advanced” on the left side of the window, so that the subcategories below it are visible. Next, click on “Cache” (below “Advanced”). Finally, select “Once per session” below “document in cache is compared to document on network.”

Check to make sure that Java and JavaScript are enabled. This can be done in Netscape Communicator V4 x by clicking on “Preferences” in the Edit drop-down menu. Then, click on “Advanced” on the left side of the window. Select the “Enable Java” and “Enable JavaScript” options on the right side of the window.

Make sure that the Web browser accepts all cookies. This can be done in Netscape Communicator V4 x by clicking on “Preferences” in the Edit drop-down menu. Then, click on “Advanced” on the left side of the window. Select “Accept All Cookies” on the right side of the window.

If the computer is located inside a firewall, there are other issues. Please contact the firewall administrator if there are connection or configuration problems.

What should I do when I have tried to “Save & Submit” or “Save & Do Not Submit” repeatedly, and have not been successful?

Go back to the DD 61 Form, select “Save to Remote File,” then click on “Continue.” This will save the contents of the form to the hard disk on the TDAS server. Make a note of the filename (it will correspond to the SRN). At some point in the future, select “Load Remote File Into Form” (below *ACTIONS* on the Main TDAS screen). Next, select the appropriate file from the list. The data will be loaded into a DD 61 Form.

How do I know that the data I typed has been saved?

If a successful confirmation message is received from TDAS, then the data was saved. If a successful confirmation message was not received, then the data was not saved.

What should I do if I have submitted something to the wrong Submitter Review Point, Department Control Point, or DoD Control Point?

Contact the respective SRP, DCP, or DoDCP, and ask him/her to process the form/package and return it.

What should I do if a form has been submitted to me that is not applicable to me?

Process the form/package, make comments to the originator at the top of the form, then return it to the sender.

What should I do if I get a message stating that someone else is editing my form?

If this message appears, the form is either being edited by someone else in the agency (with the same level of access), or it was previously being edited. If the form was not exited correctly by following the instructions at the top of the form, when reopened, this message will appear. If the user is a Manufacturing Contractor, it is not likely that someone else is actually editing the form.

If certain that no one else in the immediate area is editing the form, then tell TDAS to continue anyway. This will open the form.

What should I do if I get a message telling me that I am not authorized to do something?

According to the status of the form, the user is not authorized. To see what the status of a given form/package is, click on “View All Submittals” under *REPORTS* on the Main TDAS screen. Next, in the SRN box on the query form, enter all or part of the SRN for the forms, which are wanted, and click the “Query” button. A report will be presented that will list all of the forms where the SRN starts with the value that was entered on the query form. The status of each form will be listed. To view the form in its entirety, click on the form’s SRN in the report.

For a Manufacturing Contractor, the status may be vague (i.e., Pending). If this is the case, then contact the respective SRP to whom the form/package was submitted. This person may be able to provide the information desired.

How can I submit part of a package, then complete it later?

Follow the documented process for submitting a package by entering the number of forms in the package. Then, fill out one or more forms. To stop, select “Cancel” at the bottom of the current form then click on “Continue.”

At this point, another Web page will appear that lists the following options:

- Finish Package Later.
- Package Contains Only Those Forms That Have Been Submitted.
- Delete All Forms in Package.
- Return to DD 1 Form.

If planning to finish the package later, select “Finish Package Later.” Mostly blank forms will be automatically created for the rest of the package. When ready to finish the package, “modify” each remaining form in the package, then submit them.

Select “Package Contains Only Those Forms That Have Been Submitted” if the user wants the package to contain only the forms completed. The SRNs for the completed forms will be changed to reflect the new number of forms in the package.

Select “Delete All Forms in Package” to discard the entire package. This will delete every form in the package.

Select “Return to DD 61 Form” to return to the form where work was previously being performed.

When should I choose “Save & Submit” versus “Save & Do Not Submit?”

If completely finished with a form, select “Save & Submit.” If foreseeing the need to make changes to the current form, then select “Save & Do Not Submit.” If working on a package, select “Save & Submit” for each form as it is finished. Nothing will be submitted to the next level of review until all forms in the package have been saved and submitted.

Whom should I contact for technical support?

Document exactly what was being done and submit an electronic STR/SCR from the Main TDAS Web page. Make sure to be as detailed as possible. It is extremely difficult to replicate and fix a problem when the problem description is vague.

If the response received is not acceptable, please contact the person(s) to whom forms/packages are submitted. For example, a Manufacturing Contractor would contact a respective SRP or DCP.

APPENDIX B: GLOSSARY

ACTIVITY PART NUMBER	An alphanumeric string identifying the equipment part nomenclature in this design activity.
CAGE CODE	A code comprising five alphanumeric characters, the Commercial and Government Entity code, identifying the design activity responsible for the equipment.
COMPLEMENT DATA ITEM NAME	The complement data item name. Note that “complement data” refers to the list of the major components that are part of the item/system being nomenclatured.
COMPLEMENT DATA TYPE DESIGNATION	The type designation for the complement data item.
COMPLEMENT DATA CAGE CODE	A code comprising five alphanumeric characters, the Commercial and Government Entity code, identifying the design activity responsible for the particular complement part of an end-item.
COMPLEMENT DATA DRAWING NUMBER	An alphanumeric string identifying the drawing of a particular complement part of an end-item (the item nomenclatured).
COMPLEMENT DATA PART NUMBER	An alphanumeric string identifying the complement data part.
COMPLEMENT DATA	A list of the major components in the item/system (targeted for) being nomenclatured. Note that these listed items/systems are commonly nomenclatured also. Each component listed contains the following nine information fields: Quantity, Item Name, CAGE Code, Part Number, Drawing Number (if nomenclatured designation), Type Designation, NSN, Model Number, and SRN of Item. This information is contained in Item 7 of Block 14 of the DD Form 61.
CONTRACT OR ORDER NUMBER	Number identifying the contract responsible for submitting a DD Form 61 to nomenclature the equipment.

CONTRACTOR CAGE CODE	A code comprising five alphanumeric characters, the Commercial and Government Entity code, identifying the contractor responsible for the equipment.
CONTRACTOR DRAWING NUMBER	The contractor's alphanumeric string identifying the drawing of the end item being nomenclatured.
CONTRACTOR PART NUMBER	The contractor's alphanumeric string identifying the nomenclatured equipment part.
GOVERNMENT DRAWING NUMBER	An alphanumeric string identifying the drawing of the end item being nomenclatured.
DESIGN ACTIVITY DRAWING NUMBER	An alphanumeric string identifying the drawing of the end item being nomenclatured.
DESIGN CAGE	A code comprising five alphanumeric characters, the Commercial and Government Entity code, identifying the design activity responsible for the equipment.
DESIGN PART NUMBER	An alphanumeric string identifying the equipment part nomenclatured in this design activity.
GOVERNMENT DRAWING NUMBER	An alphanumeric string identifying the drawing of the end item being nomenclatured.
GOVERNMENT SPECIFICATION NUMBER	A number that references the Government specification that was used as the basis for which the item was built.
ITEM NAME	A name published in the Federal Cataloging Handbook H6, or that name developed by the requester in accordance with MIL-STD-100 and DD 4100.39-M, Volume 3, Chapter 2, that portion applicable to drawing titles. Item names used with type designation assignments will be consistent with policies of the Federal Cataloging Program. An Item Name is what the item is, not what it does.

MANUFACTURER CAGE CODE	A code comprising five alphanumeric characters, the Commercial and Government Entity code, identifying the manufacturer responsible for the equipment.
MANUFACTURER DATA DRAWING NUMBER	The manufacturer's alphanumeric string identifying the drawing of the end item being nomenclatured.
MANUFACTURER PART NUMBER	The manufacturer's alphanumeric string identifying the equipment part nomenclatured.
NOMENCLATURE	Refers to item name and type designation.
PACKAGES	A group of DD Form 61s for a particular configuration item and/or system, which consists of related sub-items and/or systems, that are being processed for type designation and nomenclature.
SOURCE REQUEST NUMBER	A serial number in a specific format that is computer-generated and approved by the Department Control Point. No two DD Form 61s may have the same SRN, whether a new assignment, revision, or cancellation. This also includes re-submittals of items returned without action and/or because of disapproval. Please refer to Section 6.0 for a description of the SRN format.
TYPE DESIGNATION	A combination of letters and numerals arranged in a specific sequence to provide a short, significant method of identification of equipment.

APPENDIX C: ACRONYMS

CAGE	Commercial and Government Entity
CALS	Computer-aided Acquisition and Logistics Support
CDRL	Contract Data Requirements List
DCP	Department Control Point
DND	Department of National Defense
DLIS	Defense Logistics Information System
DoD	Department of Defense
DoDCP	Department of Defense Control Point
FLIS	Federal Logistics Information System
IDE	Integrated Data Environment
MIL-STD	Military Standard
NIIN	National Item Identification Number
NSN	National Stock Number
RDBMS	Relational Database Management System
SCR	System Change Request
SRN	Source Request Number
SRP	Submitter Review Point
STR	Software Test Report
TAV	Total Asset Visibility
TDAS	Type Designation Automated System